

Retention and Classification Report

Agency: Department of Heritage and Arts. State Library. State Library Board (576)
250 N 1950 West Suite A
Salt Lake City, UT 84116
801-715-6777

Records Officer Geoffrey Fattah

81457 Laundry list representative

AGENCY: Department of Heritage and Arts. State Library. State Library Board

SERIES: 81457

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TITLE: Laundry list representative

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

Computer printout of books ordered showing author, title, vendor, list price, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in Office for 4 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public